



SUBDIVISION INDUSTRY BULLETIN

Gray Davis, Governor
Maria Contreras-Sweet, Secretary, Business, Transportation, & Housing Agency
Paula Reddish Zinnemann, Real Estate Commissioner

Fall 2000
Department of Real Estate

Expedited Application Process Affordable Housing Projects

By Tom Hensley

In line with Governor Gray Davis' efforts to make affordable housing more readily available, Commissioner Reddish Zinnemann established an expedited public report application process for affordable housing projects. The priority processing will apply as long as the entire project qualifies for low-income residential use.



The priority will among other things significantly reduce the time for completion of the initial budget review. Until such time as our applications are revised to include an "af-

fordable housing" check box on the front page, it is requested that industry assist in our identification of qualified projects by providing a cover letter indicating that the entire project is limited to low-income residential use. Although our RE 624 and RE 628 applications address affordable housing under question 24.B., it is not easily evident that it applies to the entire project. ♦

In this issue:

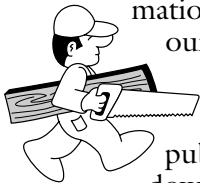
- Avoiding common errors to speed up file processing
- The "621" procedure
- Form changes
- Staff changes

Redesigned DRE Web Site

By Denise Martinez

The Department is ever-changing, even our Web site is new and improved. A remodel was unveiled in July offering a more user-friendly site packed with valuable information and many new features.

The new home page displays an index to assist in navigating a wealth of available information. Topics include upcoming DRE sponsored seminars, suggestions to assist in streamlining public report processing, E-commerce issues, available on-line forms, extensive examination and licensing information as well as links to other sites and maps to help you find our offices.



You may find our forms page of special interest. Over the next few months, you will find more and more of our public report applications and related forms available to download, fill in the blanks, save to your computer and print. In the future, as new forms are released or existing forms are revised, they will be readily available for your use.

The next time you have a question or need a form, visit our Web site at www.dre.ca.gov. If you like what you find, visit us again soon as more new features are added. ♦

Section 11018.7 Amendments

By Bob Gilmore

Section 11018.7 of the Business and Professions Code provides that no amendment or modification of provisions in the management documents of a common interest subdivision which would materially change any owner's right to ownership, possession or use of his or her subdivision interest is valid without the prior written consent of the Real Estate Commissioner during the period that the subdivider or his successor in interest holds or directly controls at least one-fourth of the votes that may be cast to effect the change. Regulation 2793 implements the provisions of Section 11018.7.

Some examples of amendments which would materially change the rights to ownership, possession or use either directly or as a member of an association would be: adding provisions to a declaration of covenants, conditions and restrictions to delete exterior maintenance of homes by the association; changing architectural control provisions (such as height or size limitations); adding or deleting common area or common facilities, etc.

If any sales have been closed, the subdivider or other applicant must complete an application and obtain consent prior to the membership voting on the proposal to amend the documents. The application is made on RE 633 with a current fee of \$20.00. The application is a three page form which requires the attachment of up to five exhibits.

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Section 11018.7 Amendments

Continued from page 1

Usually, processing delays are caused by the applicant's lack of familiarity with the provisions of Section 11018.7, Regulation 2793, and the proper procedures. For example, the Department sometimes receives applications that show that the vote for the change has already been taken and amended documents recorded. In these cases it is necessary for the applicant and the owners to again go through voting procedures because the law states: "There shall be no official meeting of owners or members nor any written solicitation of them for the purpose of effectuating a change referred to herein except in accordance with a procedure approved by the Commissioner after the application for

Usually, processing delays are caused by the applicant's lack of familiarity with the provisions of Section 11018.7, Regulation 2793, and the proper procedures.

consent has been filed." Any such amendment would not be valid due to non-compliance with Section 11018.7 and Regulation 2793.

As noted above, the procedures for processing applications are set forth in Commissioner's Regulation 2793, Title 10, California Administrative Code. This regulation, in addition to outlining the items contained in the application form, provides that if the proposed change to management documents create a new condition or circumstance that would cause the Department to deny a public report, the Commissioner would issue a formal order denying consent to the submission.

The application provides that a proposed notice be submitted outlining the substance of the proposed change. The notice should outline the effect of the change upon the members, including any beneficial

aspects which should accrue to the members if the change is made and any possible detrimental effects to any of the members which might result from the change. If the change will result in increased assessments, the estimated amount of the increase should be stated.

The adequacy of the means of giving notice to persons eligible to vote on the proposed change will depend upon the nature of the subdivision involved. In a small single structure condominium project, evidence of posting the notice in a conspicuous place might suffice. In most projects, and certainly in larger projects, evidence of mailing the notice to all eligible voters will ordinarily be required.

Sometimes the association's internal newsletter may be used for this purpose if a copy of that newsletter is regularly delivered to each owner.

After the letter of consent is signed and delivered to the applicant, a vote may be taken pursuant to the amendment provisions of the CC&Rs. If the change is approved by the members, the amendment to the management documents may be recorded.

If upon review of the application the Department finds that the proposed change will materially change the right of any owner, the letter of consent may require that the approved notice of the proposed change be given to each owner at least fifteen days prior to the vote taking place.

In some cases, after such a change, it will be necessary for the subdivider to apply for amended public reports on all files in the project in which the subdivider retains any unsold lots or units. ♦

SUBDIVISION INDUSTRY BULLETIN

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Business, Transportation & Housing Agency
MARIA CONTRERAS-SWEET, *Secretary*

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Avoiding Common Errors to Speed Up File Processing

By Margret Stroh

The following items should provide some assistance to those new to the public report processing arena as well as serve as reminders to the veterans.

Common errors to avoid when submitting public report applications:

1. Carelessness in completing the questionnaire. Respond to all questions. Insert "N/A" (Not Applicable) when appropriate. Provide complete narrative answers when applicable. Pay attention to the responses given in subsequent phase applications as they may differ from those provided in the master file. All documents to be signed by the subdivider as indicated on the form or by the subdivider's authorized agent. Revised or corrected responses in the application should be signed or initialed by the subdivider, or the subdivider's authorized agent.
2. Failure to provide the street address of the escrow depository on RE 612 and 612A submitted for a preliminary public report.
3. Submitting "old" preliminary title reports. A preliminary report should be no more than 90 days old from the date the application is filed.
4. Omitting evidence of future vesting when the subdivider does not have title to the property at the time of filing an application. The evidence of future vesting must include a date certain for acquiring title.
5. Documents are not completed in sample form. The deposit receipt/purchase contract frequently does not correctly set forth a liquidation damages

The "621" Procedure

By Lou Hauger

The 621 Procedure allows the subdivider the flexibility of switching from escrow instructions to an alternative method (bonds, etc.) for compliance with Section 11018.5(a). In most cases the use of this procedure lessens the developer's cost of bonding for lien free completion of all or a portion of a subdivision's common areas and facilities while permitting the close of escrow.

The procedure authorizes the developer to use escrow instructions (RE 621) as required and obtain a final subdivision public report. Later, but prior to the close of escrow, the subdivider submits to the department supplemental escrow instructions (RE 621A) along with a bond or other security device, a planned construction statement (RE 611A), maps, drawings, contracts, bids, or other materials that will verify the adequacy of the bond or other security to complete the remainder of the project.

Note: A recent change in the instructions to RE 611A no longer requires additional documentation

clause which complies with Regulation 2791. Sample language to conform with this regulation can be found in SPRAG. Also, the sample grant deed is often submitted without the proper certification and without showing reservations of record (e.g., mineral, oil and gas). Sample language to conform to these requirements can be found in SPRAG.

6. Vague water letters in connection with the water purveyor's commitment to supply water to each and every lot. Letters from water companies do not clearly describe the areas served or provide a firm commitment to sup-

for partially complete common area and/or facilities. The heretofore required evidence to verify completion (i.e., a certification from a licensed appraiser or contractor, a copy of the construction loan disbursement account, etc.) no longer needs to be submitted. Staff from the Department will verify the percentage of completion and cost during a physical inspection of the project.

After the DRE Appraiser or Deputy has determined that the amount shown on the planned construction statement (RE 611A) is sufficient to assure completion of the balance of the common area, the RE 621A will be executed by a Deputy Commissioner and returned to the SRP. The RE 621A is then forwarded to the escrow depository and escrow may close if otherwise appropriate. An amended public report will not be required as long as there are no other material changes to the subdivision offering.

Concurrent with the filing of the RE 621A with the DRE, the subdivider should also submit a completed RE 621C which includes his certification that: (1) what percentage of the common facilities have been completed, (2) all mechanics and material suppliers have been paid in full for work completed, (3) there are no mechanic's or material supplier's liens currently filed against the subdivision, and (4) buyers will receive an endorsement to their policies of title insurance insuring against possible mechanic's liens that may be recorded after the close of escrow.

Subdividers who decide to utilize a completion bond or the RE 621 procedure should include provisions in the CC&Rs for the project that are in compliance with Regulation 2792.4. Instructions for use of this procedure (RE 621B and RE 611A) as well as the other forms are available at either of the Subdivision Offices. ❖

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Avoiding Common Errors to Speed Up File Processing

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- ply water to each and every lot.
7. Inconsistency between the questionnaire and exhibits. Discrepancies between the questionnaire, CC&Rs and condominium plan are common, especially with respect to the number of units and parking spaces, and identification of restricted or exclusive use areas, if any. All the documents submitted with the application for a public report must agree concerning the method in which the subdivider will comply with the law; e.g., Section 11018.5(a)(2) or Regulation 2792.9. Common area completion dates should be consistent between the questionnaire, RE 611A and RE 621 (if applicable).
 8. Failure to submit copies of recorded exceptions contained in the preliminary title report affecting the subdivision, i.e., deed restrictions, deferred development agreements, prior CC&Rs.
 9. Omitting information as to hazards in or near the subdivision. Carefully question the subdivider/applicant in regard to this item when filling out the questionnaire. Precise information concerning hazards obtained as part of the original filing lessens the likelihood of a follow-up deficiency.
 10. Failure to specify in escrow instructions the method in which the subdivider intends to comply with Business and Professions Code Section 11018.5(a)(2) pertaining to completion arrangements for common area and common facilities. The instructions must be specific and may not simply list the various alternatives that could be selected by the subdivider. Sample language for the various alternate arrangements

can be found in SPRAG. Also, a provision for the return of funds to non-defaulting buyers within a reasonable time often is not included in the buyer's escrow instructions. Escrow instructions are submitted without being signed by both the subdivider/applicant and the escrow officer.

11. Failure to include complete information concerning special districts (RE 624C).
12. Submittal of master management documents which are not redlined, are incomplete or inapplicable for the project.

Typical errors found in duplicate budget packages:

1. Discrepancies between the filing documents and the project inventory and/or structure of the association; i.e.: facilities, phases, number of lots/units, completion arrangements.
2. Failure to correct deficient items on resubmitted budget(s) or approved items are changed, both without any explanation.
3. RE 611A not submitted with the budget when the subdivider plans to post a security device (i.e., bond, letter of credit or set-aside letter) for completion of common areas under Section 11018.5(a)(2). Regulation 2792.4 must be included in the CC&Rs, even if the subdivider will use the RE 621 option.
4. Incomplete RE 611A Planned Construction Statements. Items to be completed (i.e., residential units) are not listed, descriptions of items to be completed are insufficient, and the number or size of the items are missing.
5. Failure to submit plot or site plans for every phase of the project to be reviewed. Frequently, such plans are not scaled,

have no dimensions or are not legible.

6. Incomplete duplicate budget packages for amendment/renewal applications. For example, financial statements, delinquent assessment statements, reserve studies or current budgets are not included.
7. Special maintenance obligations by the Association (i.e., easements) are not disclosed in the duplicate budget package.
8. Assessments are not prorated as required by Regulation 2792.16(b) when the value of common services vary.
9. Reserve amounts do not account for the remaining life of the structure. For example, the roof may be 12 years old but the budget is prepared as if the roof were new. Also, an incorrect remaining life is used to calculate the reserve items; such as, a 15-year roof life when in fact the roof will last only 8 years.
10. Certain common services are not included in the budget, such as water, hot water, exterior maintenance, etc.
11. Miscalculations in the budget, work sheets and summary sheets.

Things you can do to speed up file processing:

1. If you are new to the subdivision industry or otherwise don't have an extensive background in the complexities involved in obtaining a public report, it may be very advantageous to use the services of a well-qualified professional to assist you. Attorneys, consultants and title companies that are experienced in the procedures can help you prepare a more complete and correct application, and may be able

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Form Changes

By Denise Martinez

The forms used in connection with public report applications have again been reviewed to determine whether revisions are warranted due to legislative or regulatory changes, in-house procedures or industry concerns. To date, several forms have already been amended and are available for use and others are in the process of being revised.

In July 2000, the forms included in the "621" package (common area completion assurance alternative) were revised or deleted to reduce some overburdening requirements related to third-party verification of partially completed common areas. Additional revised forms became available at the end of August as a result of minor formatting or technical changes. These included the RE 635B and RE 635D amendment applications as well as the RE 699B mutual water company form.

Our public report applications and work sheets are in the process of being revised to address areas relating to naturally occurring asbestos and affordable housing as well as technical updates. Additionally, the exhibit checklists for our applications are undergoing revision to better assist applicants in identifying all documents to be submitted, whether initially or just prior to the issuance of the public report. This will allow the document to be used as an overall checklist for the public report process.

In addition to form updates, the Department is in the process of installing all of the public report applications and related forms on our Web site in a format giving users the ability to "fill in the blanks" on their computers by using a free copy of Acrobat Reader, or if you need to save your completed forms, you can do so via Acrobat Business Tools. Once completed, the forms may be printed and submitted to the De-

partment as usual. While it may take some time to offer all of our forms on-line, the preliminary public report package is currently available. As new and revised forms are installed in the new format on the Internet, the ninety-day grace period for their mandatory use will commence. Until a form is revised and available, the Department will continue to accept electronically re-created forms reflecting a valid twelve-digit identification number. All holders of electronic forms will be advised when new DRE versions are available. You should refer to the forms listing included in this Bulletin for details on forms, their revision dates and whether they are available in a fill-in format. Many of our forms are currently available as read-only documents which may be downloaded to your computer and printed. Visit our Internet Web site at www.dre.ca.gov for more information on forms. ❖



Staff Changes

Since the last Bulletin, there have been a few staff changes in both our Los Angeles and Sacramento Subdivision Offices.

The Los Angeles office has one new Deputy Commissioner effective August 1, 2000, Kim Banfal, who is assigned to Abe Werda's team. Ms. Banfal transferred from the Oakland Enforcement Office. Deputy Commissioner Art Acres, who was hired as a retired annuitant, completed his appointment in June.

As to the Sacramento Office, Charlotte Bernard was promoted to Deputy Commissioner III and transferred to the Department's Publication Unit. The vacancy left by Charlotte was filled by Wesley Jigour effective July 7, 2000. Wesley was previously with the Sacramento City Planning Department and is assigned to Dave Warner's team. Sandra Wright in our Central Control Unit transferred to our Personnel Office as a Personnel Technician on May 1, 2000. Janet Cox Jodice filled the vacancy as a Program Technician effective July 10, 2000. Finally, Deputy Commissioner III Denise Martinez accepted a position within the Department's Information Systems Section as an Associate Programmer Analyst (Specialist) effective September 18, 2000. ❖

Avoiding Common Errors

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to expedite the deficiency correction process. The use of Department pre-approved master management documents prepared by an attorney prevents a time consuming review of the governing documents (articles of incorporation, bylaws and restrictions) for a common interest subdivision.

2. Review the completed questionnaire and all documents prior to submission. Obvious mistakes could be caught and corrected before file processing begins thereby making the review by the Department smoother. Be sure the correct documents are being used. When proposed documents are "pulled off the shelf" and inserted in the application, there is a good chance that they will be unsatisfactory.
3. Respond to deficiency notices quickly and completely. To avoid a delay in receiving your public report, submit deficient items on a timely basis and refrain from submitting documents piecemeal. Your file will not be completely reviewed until all deficient items have been submitted. ❖

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RE 350 (Rev. 4/01)

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	Real Estate Law – Paper copy AND <input type="checkbox"/> CD (contains Windows & Macintosh) <input type="checkbox"/> Windows diskette	\$35.00				
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35	Trust Deed Investments – What You Should Know!!	\$2.00				
35A	Using the Services of a Mortgage Broker	both				
39	Living in a California Common Interest Development (Refer to information on reverse.)	Free				
51	A Consumer Guide to Filing Real Estate Complaints	Free				
Subdivision Guides						
8	Operating Cost Manual For Homeowners’ Associations	\$10.00				
9	Subdivision Public Report Application Guide (SPRAG)	\$10.00				
25	Reserve Study Guidelines for Homeowner Association Budgets	\$10.00				

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MISCELLANEOUS INFORMATION

Operating Cost Manual For Homeowners' Associations

A manual designed to aid a budget preparer in the development of a budget for a common interest subdivision.

Subdivision Public Report Application Guide (SPRAG)

A guide designed specifically to assist an applicant for a subdivision public report in the completion and submission of a Notice of Intention (Common Interest) [RE 624] or Notice of Intention (Standard) [RE 628]. This guide provides item-by-item instruction and explanation.

Reserve Study Guidelines for Homeowner Association Budgets

Guidelines designed to assist with preparation of a budget reserve study for a common interest subdivision. RE 25 will help homeowner association officers and members understand how reserves fit into the overall financial plan for the subdivision. Proper attention to the reserve portion of the budget should assist in the allocation of sufficient funds for future replacement of common area components, including major items such as roofs and exterior paint.

Law Book

The Department revises the law book *annually*, making every effort to have it available in January. In this regard, please do not send orders for the revised book until after January 1.

In addition to the paper version of the law book, the Department offers the book in an electronic version. The contents of the book are on CD (Windows & Macintosh versions on one compact disk) or high density 3.5" diskettes (Windows only), in a Folio VIEWS® information processing program with word search, information tagging, annotation, linking and editing capabilities.

Minimum requirements for Windows — IBM compatible personal computer; 486x or higher; 16MB available RAM; 30MB available hard disk space; mouse or compatible pointing device; color SVGA monitor (640x480, 256 color) or better; Windows 95/98/NT or higher; diskette or CD drive as applicable.

Minimum requirements for Macintosh — 16MB physical RAM; Macintosh System 7.5 or higher; 30MB available hard disk space; CD drive.

Note: Windows NT and 2000. You must have at least "Power User" rights on your machine to install. If you are unsure of the rights assigned to your login, please contact your network administrator or user manual.

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COMMONLY USED DRE FORMS

✓ = forms revised between 3/00 and 11/00

<i>Form No.</i>	<i>Current Date</i>	<i>Recently Revised</i>	<i>Title of Subdivision Form</i>	<i>Form No.</i>	<i>Current Date</i>	<i>Recently Revised</i>	<i>Title of Subdivision Form</i>
350	3/00		Publications Request	608D	1/97		Consent to Service of Process (Public Report, Permit or Registration – LLC)
600	2/99		Surety Bond [§11013.2/.4]	609	12/87		Instructions to Escrow (Promotional Gifts)
600A	2/99		Blanket Surety Bond [§11013.2/.4]	610	10/00	✓	Management Document Approval Request (B&P §11010.10)
600B	3/99		Purchase Money (§11010.4)	610B	10/00	✓	Certification of Approved Management Documents
600C	7/98		Purchase Money Handling (Supplemental Questionnaire)	611	2/99		Bond (Completion of Common Facilities)
600G	3/99		Purchase Money Security Information	611A	7/00	✓	Planned Construction Statement
600H	3/99		Purchase Money Security Declaration & Instructions to Security Depository – §11013.2	611B	3/89		Notice To Escrow Depository (Reg. 2792.4)
600I	3/99		Set-Aside Letter (B&P §11013.2 and/or .4)	611C	7/00	✓	Subdivider Statement [Common Area Completion §11018.5(a)]
600J	3/99		Irrevocable Standby Letter of Credit	611D	1/97		Irrevocable Standby Letter of Credit [B&P §11018.5(a)(2)]
601	3/99		Preliminary Public Report Application Instructions (Mobilehome Park Resident Ownership Program)	612	10/95		Reservation Instrument
601A	1/97		Preliminary Public Report Application Submittal (Mobilehome Park Resident Ownership Program)	612A	10/95		Reservation Deposit Handling Agreement
601B	9/99		Preliminary Public Report Application (Mobilehome Park Resident Ownership Program)	613	5/98		Common Area Completion Security Agreement and Instructions to Escrow Depository [§11018.5(a)(2)]
603	3/99		Preliminary Public Report – Application Instructions	615	2/99		Rescission Rights (Time Share)
603A	7/96		Preliminary Public Report – Application Submittal	615B	2/99		Rescission Rights (Undivided Interest Subdivision)
603B	9/99		Preliminary Public Report Application	616	7/98		Master Management Document Information
603C	3/99		Preliminary Public Report – Common Interest Subdivision	616A	5/97		Master Management Document Application
603D	3/99		Preliminary Public Report – Standard Subdivision	616B	7/98		Declaration of Approved MMD's
605	7/00	✓	Subdivision Filing Fees	618G	12/99		Final Subdivision Public Report – Amendment [<i>industry prepared</i>]
608	2/96		Consent to Service of Process (Public Report, Permit or Registration – Individual)	619	2/00		Natural Hazards (Supplemental Questionnaire)
608A	2/96		Consent to Service of Process (Public Report, Permit or Registration – Partnership)	621	1/97		Escrow Instructions [§11018.5(a)]
608B	2/96		Consent to Service of Process (Public Report, Permit or Registration – Corporation)	621A	1/97		Supplemental Instructions [§11018.5(a)]
608C	2/99		Consent to Service of Process (Out-of-State Trustee)	621B	7/00	✓	Completion Arrangement Information
				623	2/00		Budget Worksheet
				624	11/00	✓	Notice of Intention (Common Interest)
				624A	10/97		HOA Common Facilities
				624C	3/89		Special District and Special Assessment District

<i>Form No.</i>	<i>Current Date</i>	<i>Recently Revised</i>	<i>Title of Subdivision Form</i>	<i>Form No.</i>	<i>Current Date</i>	<i>Recently Revised</i>	<i>Title of Subdivision Form</i>
624E	6/87		Master Planned Community Information	643L	1/97		Irrevocable Standby Letter of Credit (Reg. 2792.10)
625	1/97		Change in Escrow Depository	643M	2/97		Unconditional Release Covenant
626C	1/97		Out-of-State Subdivision Registration Information	646	1/97		Common Interest Subdivision General Information
626D	6/89		Trustee/Escrow Depository Agreement (Out-of-State)	646A	3/90		General Information (Time Share Subdivision)
627	6/99		Notice of Intention [§11010(c)]	648	7/99		Regulation Check Sheet [RE 624 & 658 Filings]
627A	6/99		Community Apt. & Stock Co-op Conversion Guidelines	648A	7/99		Regulation Check Sheet (Time-Share)
628	11/00	✓	Notice of Intention (Standard)	656A	10/93		Out-of-State Subdivision Agreement
629	1/97		Sample of Set-Aside Letter [§11018.5(a)(2)]	658	9/99		Notice of Intention (Stock Co-op/ LEHC)
631	11/98		Guidelines for Subdivision Advertising	662	1/93		Exemption Request [§11003.4(b)]
631A	2/96		Gift Inventory Statement	668	1/97		Time-Share Application
633	1/97		Application to Amend Documents [§11018.7]	668A	1/97		Notice of Intention (Time-Share)
635	11/00	✓	Amendment/Renewal Application	676	12/31/84		Notice of Intention to Sell Undivided Interest
635A	9/99		Expedited Amendment Application	679	5/72		Declaration of Prospective Undivided Interest Owner
635B	8/00	✓	Amendment Application [Reg. 2790.2(c)]	680	6/89		Exemption Request [§11000.1(b)(2)]
635C	2/97		Amendment/Renewal Application (Time-Share)	681	9/99		Budget Review Request
637	3/99		Exemption Request (§11010.5)	684A	4/95		Certification (Approved Budget)
639	7/95		Supplemental Questionnaire (Common Interest Subdivision Conversions)	688	5/98		Set-Aside Letter [Reg. 2792.10]
643	5/98		Assessment Security Agreement and Instructions to Escrow Depository [Reg. 2792.9]	688A	5/98		Set-Aside Letter [Reg. 2792.9]
643B	12/90		Instructions to Escrow Depository (Start-up Funds)	695	6/98		Electronic Forms Information
643C	2/00		Assessment Security Agreement & Instructions to Escrow Depository - Reg. 2812.3	695C	7/99		Subdivision Forms Request
643D	2/00		Subsidy Security Agreement & Instructions to Escrow Depository [Reg. 2812.4]	699	5/95		Certification (Subsequent Phases of a Phased Project)
643E	5/98		Subsidy Security Agreement and Instructions to Escrow Depository [Reg. 2792.10]	699A	3/99		Certification (Totally Complete Filing – Standard)
643F	6/88		Sample Letter of Credit (VA Start-Up)	699B	9/00	✓	Certification (Mutual Water Co.)
643G	6/87		Agreement and Escrow Instructions (Letter of Credit – VA Start-Up)	699C	3/99		Certification (Totally Complete Filing – Common Interest)
643I	1/97		Irrevocable Standby Letter of Credit				
643J	1/97		Surety Bond (Regulation 2792.9)				
643K	1/97		Surety Bond (Regulation 2792.10)				

SUBDIVISION FORMS REQUEST

RE 695C (Rev. 7/99)

INSTRUCTIONS

To order subdivision forms, complete and return this form to one of the addresses listed below.

Mail to:

Department of Real Estate
Subdivisions – North
P.O. Box 187005
Sacramento, CA 95818-7005

Department of Real Estate
Subdivisions – South
320 W. 4th Street, Suite 350
Los Angeles, CA 90013-1105

Note:

- *Please enclose a preprinted address label with your request.*
- You will receive one copy of each requested form by mail. You may reproduce additional copies on paper of comparable quality and similar color provided you do not alter the forms in any way.

Subdivision Packets (Check one or more)	Individual Subdivision Forms (one each)			
<input type="checkbox"/> Preliminary	RE _____	RE _____	RE _____	RE _____
<input type="checkbox"/> Standard	RE _____	RE _____	RE _____	RE _____
<input type="checkbox"/> Common Interest	RE _____	RE _____	RE _____	RE _____
<input type="checkbox"/> Amendment/Renewal	RE _____	RE _____	RE _____	RE _____
<input type="checkbox"/> Stock Cooperative/Limited Equity Housing Cooperative	RE _____	RE _____	RE _____	RE _____
<input type="checkbox"/> Time Share (in-state and out-of-state)	RE _____	RE _____	RE _____	RE _____
<input type="checkbox"/> Time Share - Amendment/Renewal (in-state and out-of-state)	RE _____	RE _____	RE _____	RE _____
<input type="checkbox"/> Undivided Interest	RE _____	RE _____	RE _____	RE _____
<input type="checkbox"/> Out-of-state Registration (covers all except time-shares)	RE _____	RE _____	RE _____	RE _____
	RE _____	RE _____	RE _____	RE _____

REQUESTOR'S STATEMENT

I understand that I may reproduce additional copies on paper of comparable quality and similar color so long as the forms are not altered in any way.

SIGNATURE OF REQUESTOR »		DATE
NAME OF REQUESTOR (PRINT OR TYPE)		TITLE OF REQUESTOR
COMPANY NAME		TELEPHONE NUMBER (INCLUDE AREA CODE)
MAILING ADDRESS (STREET ADDRESS OR P.O. BOX, CITY, STATE, AND ZIP CODE)		

Commonly Used Form Packets

Preliminary Public Report Packet

Includes: 603, 603A, 603B, 603C,
603D, 612, 612A

Common Interest Packet

Includes: 350, 603, 603A, 603B,
603C, 605, 611, 611A, 611B, 612,
612A, 619, 623, 624, 624A, 639, 643,
648, 681, 684A, 695C, 699C

Standard Packet

Includes: 350, 603, 603A, 603B,
603D, 605, 612, 612A, 619, 628,
695C, 699, 699A

In-State Amendment/Renewal Packet *(non time-share)*

Includes: 350, 600C, 605, 619, 635,
635A, 643

Out-of-State Registration Packet *(in- and out-of-state)*

Includes: 608, 608A, 608B, 608C,
626C

Completion of Common Facilities Packet

Includes: 611, 611A, 611B, 611C,
611D

Completion Arrangements Packet *(in- state)*

Includes: 621, 621A, 621B

Time-Share Packet *(in- & out-of-state)*

Includes: 350, 605, 608, 608A,
608B, 608C, 608D, 609, 611, 611A,
611B, 611C, 611D, 613, 623, 624A,
626D, 629, 631, 639, 643C, 648A,
656A, 668, 668A, 681, 695, 695C



Department of Real Estate
Subdivisions
P.O. Box 187005
Sacramento, California 95818-7005